



CIPD Blended Learning Programmes

Application Form

CIPD
Qualifications
NOW
IN NIGERIA



Exclusively delivered by



in partnership with



Application Form

If you have any queries when completing this form, please don't hesitate to contact a member of the team on 0805 272 7684, or 01-8417222 for assistance. Please tick boxes as appropriate and complete this form in BLOCK CAPITALS using black ink.

1. Personal details

Mr Mrs Ms Miss Dr

First name _____

Surname _____

Date of birth _____

Home address _____

Postcode _____

Home telephone _____

Email _____

Mobile phone _____

CIPD Membership Number (if in membership) _____

NB. CIPD Membership is mandatory for studying this programme. Visit cipd.co.uk/membership for further information.

2. Support needs

If you need support because of the following, please tick as appropriate below. This will help us to make any reasonable adjustments to support you in your studies. Please see the terms and conditions on the reverse of this form for how the data in sections 2 and 3 will be used. If you prefer not to provide this information please tick in the boxes 'Not known/information not provided'.

L15 – Health issue/Disability

- 01 Blind/Visual impairment
- 02 Deaf/Hearing
- 03 Disability affecting mobility
- 04 Other physical disability
- 05 Other medical condition (eg epilepsy, asthma, diabetes)
- 06 Emotional/Behavioural difficulties
- 07 Mental health difficulty
- 08 Temporary disability after illness (eg post-viral) or accident
- 09 Profound complex disabilities
- 10 Asperger syndrome impairment
- 90 Multiple disabilities
- 97 Other
- 98 No disability
- 99 Not known/information not provided

L16 – Learning Difficulty

- 01 Moderate learning difficulty
- 02 Severe learning difficulty
- 10 Dyslexia
- 11 Dyscalculia
- 19 Other specific learning difficulty
- 20 Autism spectrum disorder
- 90 Multiple learning difficulties
- 97 Other
- 98 No learning difficulty
- 99 Not known/information not provided

Please tell us about any essential dietary requirements

3. Ethnicity

Please indicate which category best describes your ethnic origin:

- 11 Asian or Asian British – Bangladeshi
- 12 Asian or Asian British – Indian
- 13 Asian or Asian British – Pakistani
- 14 Asian or Asian British – any other Asian background
- 15 Black or Black British – African
- 16 Black or Black British – Caribbean
- 17 Black or Black British – any other Black background
- 18 Chinese
- 19 Mixed – White and Asian
- 20 Mixed – White and Black African
- 21 Mixed – White and Black Caribbean
- 22 Mixed – any other mixed background
- 23 White – British
- 24 White – Irish
- 25 White – any other White background
- 99 Not known/Not provided
- 98 Any other: _____

What is your main spoken language (if not English)

4. Education

Please give details of the highest level of education achieved. Your education and career history will help us to identify how you will benefit from this programme

Professional Education and Membership(s)

5. Current employer details

Your job title _____

Company name _____

Your work address _____

Postcode _____
Your work telephone _____
Your work email (if different) _____
Your work fax _____
Training manager name _____
Training manager address (if different) _____

Postcode _____
Training manager telephone _____
Training manager email _____

6. Career history

Previous job title(s)	Employer	Dates
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

7. Adding value

Please explain below how you think you will be able to contribute to and benefit from your chosen programme(s):

8. Programme start date (Month/Year)

9. Programme and unit choice(s)

Please complete either **ga Foundation Level** or **gb Advanced Level**

ga. Foundation Level

Please indicate which Foundation Level Qualification you are purchasing.

- Certificate in Human Resources Practice
- Certificate in Learning and Development Practice

Or

gb. Advanced Level

Please indicate which Advanced Level Qualification you are purchasing. See reverse for purchase options.

- Advanced Level Diploma (HRM or HRD)
- Advanced Level Certificate (HRM)
- Advanced Level Certificate (HRD)
- Masters extension** (only available if you have chosen or are completing the Advanced Level Diploma)

Please indicate which optional units you are choosing for your qualification:

HRM optional units

- Resourcing and talent management
- Managing employee relations
- Learning and talent development
- Reward management

HRD optional units

- Learning and talent development
- Leadership and management development
- Designing, delivering and evaluating L&D provision
- Knowledge management and organisational learning

You may be able to apply for exemptions from some of the Advanced level modules depending on previously achieved CIPD postgraduate level or other Masters level qualifications. Please contact our Customer Adviser Team on **08052727684, 018417222**

10. Learning materials delivery

Learning materials will be given to you at the Initial induction session. However, we may have reason to send you some material before the programme starts. Please indicate where you would prefer us to send such material.

Please tick the relevant box.

Work address* Home address

Which email address would you like to use to access the Virtual Learning Environment? Please tick the relevant box.

Work email* Home email

*Please ensure your work address and email are provided in section 5.

11. Payment options

Please indicate who will be funding your programme fees:

- My employer will be funding 100% of my programme (please ensure section 12 is completed)
- I will be funding 100% of my programme myself (please complete section 13)
- My employer and I will both be funding the programme (please complete below)

.....(% or ~~£~~) is my employer's responsibility (please complete section 12)

.....(% or ~~£~~) is my own responsibility (please complete section 13)

Please ensure section 5 is complete if company funded.

12. Employer payment

(to be completed by the employer)

Please see the back page of this application form for further information and Terms and Conditions.

I confirm

(name of employer organisation) accepts responsibility for the programme(s) selected and accepts that the course fees are non-refundable.

Student's name

Authorising Manager's name (individual)

Position/job title

Manager's telephone

Manager's email

Employing organisation (if different from above)

Manager's signature

The invoice for the fees should be sent for the attention of:

Name (organisation/department)

Name (Individual)

Job title

Address

Postcode

Telephone

Email

Fax

Purchase order number (if applicable)

13. Personal payment

Please see the back page of this application form for further information and Terms and Conditions. As a self-funding student, I would like to arrange my payments as follows (please tick appropriate box):

- Full payment in advance for my programme
(This is option is applicable to the Foundation and Advanced Level Qualifications)
- Payment in advance for each year / stage of my programme
(This is option is only applicable to the Advanced Level Qualifications)

I accept that the programme fees are payable in full and non-refundable. All payments must be made in cheque payable to 'Peoplesource Nigeria Limited'.

Please ask for account details and attach proof of your payment to this form. Applications will not be processed until your payment has been confirmed.

14. Declaration

(to be completed by all applicants)

I confirm that I have a copy of the Learning Agreement and that the information contained in this completed application form is correct and that payment details have been fully outlined in Section(s) 12, 13 (as applicable). I request MOL / Peoplesource Nigeria Limited to reserve my place on the indicated programme and to order materials on my behalf. I confirm I have read and understood the Terms and Conditions and Data Protection information overleaf.

Signed

Date

The Learning Agreement

The Learning Agreement summarises the main rights and responsibilities of the learner and MOL. It is important to retain a copy of this information for future reference.

On commencing studies with MOL, you have the right to expect:

- Clear and accurate information and/or advice about our
- learning programmes, programme costs, methods of study and
- assessment, qualifications and progression opportunities
- an application process which is efficient and learner-centred

As a learner, you have the right to expect:

- an appropriate induction to MOL and your programme
- high quality provision backed up by appropriate administrative services
- regular discussions on your progress with a tutor
- additional support to help with a learning difficulty, disability, or other barrier which might restrict your learning
- safe and appropriate environments in which to study
- any complaint under the formal Complaints Procedure to receive a response within 15 working days and to be dealt with fairly

- access to MOL's policies and procedures (listed in the Student Handbook)
- your personal details to be handled sensitively and only disclosed to third parties in ways which support your progress and well-being or where required by law
- to be treated with respect regardless of class, sex, race, ethnic origin, religion, disability, age or sexual orientation.

I, the learner, agree to:

- pay all programme costs that are due from me to MOL and I understand that programme fees are not refundable
- attend all timetabled activities
- take responsibility for my own learning, completing all assignments as per my programme schedule
- conduct myself in a way which respects the rights of others and complies with MOL policies and procedures (listed in the Student Handbook)
- take responsibility for attending the correct exams
- inform MOL administration, within five working days, if my contact details change (eg new phone number, address)
- return all books or equipment loaned to me when I leave my course.

Price and payment options

The pricing details are as follows

	Price
Advanced Level	
Advanced Level Certificate (HRM or HRD)	£13,275.00
Advanced Level Diploma (HRM or HRD)	£25,885 Special price when buying the whole programme upfront. Price for buying in one year blocks : £13,275
Masters extension	Please call for more information
Foundation Level	
Certificate in HR Practice or Certificate in L&D Practice	£8,650

Please contact our customer advisor team on 08052727684, 018417222 for more pricing information.

Prices valid for enrolment on programmes starting before 31 December 2012.

CIPD membership is mandatory for studying this programme. CIPD membership fees are not included in the price above.

Please visit www.peoplesourceconsulting.com/cipd for programme information.

How to pay

Payment can be made into the Peoplesource Nigeria Limited Pounds Sterling denominated account at any Guaranty Trust Bank branch nationwide. The details are as follows;

Peoplesource Nigeria Limited
Guaranty Trust Bank Plc, Moloney Branch

Account no : 246220959310
Sort Code: 058-152463
Swift Code: GTBINGLA

It is important that you call our team to request your unique ID number before you make your payment, ensure the participant name/s are clearly written on the payment slip and provide proof of payment once made to Peoplesource Nigeria Limited so we can confirm your place on the programme. You can hand it in at our office, scan a copy to us by email or send it to us by post. Should you have any queries about this, please do not hesitate to call.

Additional information and summary Terms and Conditions

Paying for your programme

For company-funded students (Employer payment)

An invoice will be issued for your programme fees. It will be sent to the person and place stipulated in Section 12 prior to the programme start date. Payment is due on receipt of invoice and can be made by cheque.

If a Purchase order number is essential for payment of invoice, please ensure that it is stated in Section 12 or has been instigated and can be advised later.

For self-funded students (Personal payment)

Full payment is required upon application. **This application will not be processed until your payment has been confirmed.**

Student applications will be delayed if programme application forms or fee payments are not correctly completed. Programme applications will only be processed if accompanied by the required details.

CIPD Membership

The Chartered Institute of Personnel and Development (CIPD) requires all those pursuing CIPD approved qualifications to be registered as members. Fees are separate to those payable to MOL/ Peoplesource Nigeria Limited. There are a number of real benefits, including subscription to People Management magazine, access to the CIPD Website, Library and Information Services and invitations to Branch meetings for presentations and networking. The CIPD has now introduced an on-line registration facility cipd.co.uk/membership whereby you can pay by credit/debit card or your organisation can be invoiced for the fees.

It is your responsibility to ensure that your CIPD membership is in place prior to the commencement of your programme. There are VLE (virtual learning environment) induction exercises and activities which you will need to complete prior to attending your first workshop, access to which is only available to CIPD members.

For further information please call 08052727684, 08187756829 or 018417222

Programme Flexibility

We welcome applications from all individuals regardless of gender, race, religion, age or disability.

Once a student has commenced a programme with MOL/ Peoplesource Nigeria Limited, it is our policy to provide support to successful completion while the student remains committed to pursuing their qualification. When you commence your programme of study, you are committed to completing your programme schedule with your assigned MOL group. Where you are unable to attend a scheduled workshop/Action Learning Set/Tutorial you must notify MOL/ Peoplesource Nigeria Limited's admin team on 08052727684, 08187756829 or 01-8417222 no later than 5 working days prior to the event so that we can explore the alternatives available to you. Where you fail to notify us, as above, you will be liable to a rebooking fee. For leavers, no refunds are given in view of the provision of materials and commitment of the majority of costs at the start of the programme. Any programme fees already paid will be forfeited at the point of withdrawing from the programme. A charge for materials and administration will be made for applicants who withdraw prior to the start date having been accepted on a course and for whom materials have been ordered.

Contact Details

If you have any questions, please contact Peoplesource Consulting on 08052727684, 08187756829 or 01-8417222. You can also call MOLs Customer Adviser Team on +44 303 333 1463 or +44 161 920 4207 for specific queries.

Please post or hand in your completed form to:

Peoplesource Nigeria Limited,
1st Floor, Tazuma Plaza,
3, Ade Akinsanya Street,
Off Coker Road, Ilupeju,
Lagos Nigeria.

The information you provide will be anonymised and aggregated and shared with other government organisations for the purpose of administration, provision of career and other guidance, and statistical and research purposes,

Data Protection Act 1998

relating to education or training. Other organisations include the Department for Education, the Department for Business, Innovation and Skills, Local Authorities, Connexions, Higher Education Statistics Agency, Higher Education Funding Council for England, educational institutions and organizations performing research and statistical work on behalf of the Skills Funding Agency, the Young People's Learning Agency (YPLA), or partners of those organisations.

The Skills Funding Agency and YPLA are also co financing organisations and use European Social Funds for the European Union to directly and indirectly part-finance learning activities, helping develop employment by promoting employability, business spirit and equal opportunities, and investing in human resources. The Skills Funding Agency also administers the Learning Records Service (LRS), which uses your learner information to create and maintain a unique learner number (ULN). Further information about partner organizations and the ULN, and what they do, may be found at skillsfundingagency.bis.gov.uk, ypla.gov.uk and miap.gov.uk

We may occasionally wish to update you on courses that may be of interest to you, your family or friends.

Please tick here if you do not wish to receive this information.

We will provide your details to the CIPD and its subsidiaries for them to set up your access to the virtual learning environment. For your security and peace of mind, CIPD and its subsidiaries will not supply them to any other organisation for marketing purposes.



PEOPLESOURCE

1st Floor, Tazuma Plaza, 3, Ade Akinsanya Street,
Off Coker Road, Ilupeju, Lagos Nigeria.

Tel: 01 841 7222; 0805 2727684, 08187756829

E-mail: cpdstudy@peoplesourceconsulting.com

© All Rights Reserved